

GROUP ONE EMPLOYEES PERFORMANCE MANAGEMENT AND COMPETENCY RATING FORM

STANDARDS AND INSTRUCTIONS

- A. This form is used in accordance with Civil Service Commission Rule 2-3 and Department of Civil Service Regulation 2.06 to document performance factors and objectives, required competencies, and the supervisor's evaluation of the employee's performance for: (1) probationary ratings, (2) progress reviews, and (3) annual ratings. This form is only used for Group One employees.
- B. A probationary period is required upon: (1) hire, (2) promotion, and (3) lateral job change between departments to a different classification. A probationary period is not required, but may be established for a reinstatement or demotion.
- C. A full-time probationary employee shall be rated upon completion of six months and twelve months of service. Less than full-time probationary employees shall be rated upon completion of nine months and eighteen months of service. New hires without status shall also be rated upon completion of three months of employment.
- D. The supervisor or supervisor and employee may establish performance factors or objectives setting forth expectations for the rating period. Performance objectives should be briefly stated but specifically defined and should include expected outcomes. The use of performance factors is optional for Group One employees. All relevant competencies must also be identified. Competencies measure behaviors or how the employee accomplishes the objectives.
- E. At the beginning of each rating period, the supervisor must review the performance factors, objectives, and competencies with the employee and explain that they set the performance expectations for the rating period. The employee and supervisor must sign and date the form and retain a copy.
- F. The supervisor should provide regular performance feedback to the employee. Formal progress reviews may be given during the course of the annual review period.
- G. At the end of the review period, the supervisor shall evaluate the employee's performance and assign an overall rating. The employee's achievements in relation to the performance factors (what was accomplished) and the competency evaluation (how the objectives were accomplished) must be considered in determining the employee's rating. The supervisor's evaluation must be documented on the form. The supervisor must discuss the evaluation with the employee.
- H. **The probationary rating categories are "Unsatisfactory," "Meets Expectations," and "High Performing."** Meets Expectations and High Performing are satisfactory ratings. An Unsatisfactory probationary rating is discipline and may be the basis for additional discipline, up to and including dismissal.
- I. **The annual rating categories are "Needs Improvement," "Meets Expectations," and "High Performing."** A Needs Improvement rating is not discipline. If a Needs Improvement rating is issued, the appointing authority shall establish a plan for improving the employee's performance or behavior.
- J. All ratings must be completed within twenty-eight calendar days of the end of the rating period.
- K. The supervisor and employee must sign and date the rating as evidence of the review. The appointing authority must sign and date Unsatisfactory probationary ratings and Needs Improvement annual ratings.
- L. The appointing authority must notify the State Personnel Director of any Unsatisfactory ratings within twenty-eight calendar days of the rating.
- M. Training on performance management is available from the Department of Civil Service. See Web site www.state.mi.us/mdcs/training/calendar/index.htm for details.

State of Michigan
Department of Civil Service
Bureau of Human Resource Services
P.O. Box 30002, Lansing, MI 48909

GROUP ONE EMPLOYEES
PERFORMANCE MANAGEMENT AND COMPETENCY RATING FORM
FOR PROBATIONARY RATINGS, PROGRESS REVIEWS, AND ANNUAL RATINGS

<i>Information and instructions for conducting probationary and annual reviews and evaluations are found in Civil Service Regulation 2.06, available from all human resource offices and the Department of Civil Service Web site, at www.michigan.gov/mdcs.</i>			
Name		Employee I.D. No.	Position Code
Classification		Department/Agency/Bureau/Division	
Supervisor's Name	Supervisor I.D. No.	Rating Period Start/End Dates From: _____ To: _____	
REVIEW OF PERFORMANCE FACTORS AND COMPETENCIES			
I certify that I have reviewed the performance factors and competencies identified on this form and received a copy. _____ Employee's Signature and Date		I certify that the performance factors and competencies identified on this form provide the basis for evaluating this employee's performance during this rating period. _____ Supervisor's Signature and Date	
PROBATIONARY RATING			
<input type="checkbox"/> 3 MONTH (NEW HIRE) <input type="checkbox"/> 6 MONTH <input type="checkbox"/> 9 MONTH (PART-TIME) <input type="checkbox"/> 12 MONTH <input type="checkbox"/> 18 MONTH (PART-TIME) <input type="checkbox"/> OTHER _____			
RATING: <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations <input type="checkbox"/> High Performing			
PROGRESS REVIEW			
I certify that I have had a progress review and discussed my performance with my supervisor. My signature reflects only that a meeting occurred. _____ Employee's Signature and Date			
I certify that the employee's progress has been reviewed with the employee. _____ Supervisor's Signature and Date			
ANNUAL RATING			
RATING: <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> High Performing			
I certify that I have had the opportunity to review this rating and understand that I am to receive a copy of it. I understand that my signature does not necessarily mean that I agree with the rating. _____ Employee's Signature and Date			
I certify that this rating report constitutes my evaluation of the performance of this employee for the period covered. _____ Supervisor's Signature and Date			
I certify that I have reviewed this evaluation and concur with the rating given. (Required only if rating is Needs Improvement or Unsatisfactory.) _____ Appointing Authority's Signature and Date			

Name	Rating Period
	From: To:

PERFORMANCE OBJECTIVES AND EVALUATION
List the performance factors/objectives and accomplishments expected during the rating period. Revise and add factors/objectives, as necessary, throughout the rating period. Upon completion of the rating period, summarize the employee's accomplishments and performance.

Performance Factors/Objectives	Evaluation

Name	Rating Period From: _____ To: _____
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GROUP ONE COMPETENCIES

Competencies are defined as the ability, skill, knowledge, and motivation needed for success on the job. All relevant competencies (suggested minimum of five) should be evaluated.

RATING CATEGORIES

Probationary: US — Unsatisfactory	ME — Meets Expectations (Satisfactory)	HP — High Performing (Satisfactory)
Annual: NI — Needs Improvement	ME — Meets Expectations	HP — High Performing

CHECK ALL THAT APPLY	COMPETENCIES (Check and Evaluate All Relevant Competencies)	RATING
<input type="checkbox"/>	<u>Attendance and Punctuality</u> — Makes timely requests for sick/annual leave time; utilizes sick leave appropriately; and reports for work and returns from breaks and lunch in a timely manner. <u>Comments:</u>	<div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div>
<input type="checkbox"/>	<u>Customer Service</u> — Works with customers to assess needs, provide assistance, resolve problems, and satisfy expectations; knows program area; and is committed to providing quality services. <u>Comments:</u>	<div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div>
<input type="checkbox"/>	<u>Flexibility and Adaptability</u> — Adapts quickly to change and copes with changes, work pressures, decisions made by supervisors, and other non-routine conditions. <u>Comments:</u>	<div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div>
<input type="checkbox"/>	<u>Integrity/Honesty</u> — Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on the organization, self, and others; is trustworthy. <u>Comments:</u>	<div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div>
<input type="checkbox"/>	<u>Interpersonal Skills</u> — Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations; and represents the agency to the public and other agencies in a courteous and pleasant manner. <u>Comments:</u>	<div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div>
<input type="checkbox"/>	<u>Knowledge of Job</u> — Understands, absorbs, retains, and correctly applies information, instructions, and procedures to complete the job assignments effectively and is skilled in the use and maintenance of the equipment related to the work. <u>Comments:</u>	<div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div>

Name	Rating Period From: To:
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CHECK ALL THAT APPLY	COMPETENCIES (Check and Evaluate All Relevant Competencies)	RATING
<input type="checkbox"/>	Oral Communication — Expresses information effectively, taking into account the recipient and the type of information being communicated, so that it is clear and informative; listens to others, attending to their non-verbal clues, and responds appropriately. <u>Comments:</u>	<input type="text"/>
<input type="checkbox"/>	Reading — Understands and interprets written material; including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations. <u>Comments:</u>	<input type="text"/>
<input type="checkbox"/>	Safety — Complies with applicable safety standards and performs duties in a safe manner. <u>Comments:</u>	<input type="text"/>
<input type="checkbox"/>	Self-Management — Displays initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; and demonstrates responsible behavior. <u>Comments:</u>	<input type="text"/>
<input type="checkbox"/>	Team Work — Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; and works with others to achieve goals. <u>Comments:</u>	<input type="text"/>
<input type="checkbox"/>	Technical Training — Uses knowledge that is acquired through formal training, on-the-job experience, or post-high school education to perform one's job; works with, understands, and evaluates technical information related to the job; and advises others on technical issues. <u>Comments:</u>	<input type="text"/>
<input type="checkbox"/>	Writing — Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; and produces written information, which may include technical material, that is appropriate for the intended audience. <u>Comments:</u>	<input type="text"/>